

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF SELECTMEN
NOVEMBER 20, 2013**

Present: First Selectman Edward G. McAnaney, Joanne Sullivan, Brian Fitzgerald, Mel Chafetz and Timothy Reynolds. First Selectman McAnaney called the meeting to order at 7:00 p.m.

Minutes: Selectman Reynolds made a motion to accept the November 6, 2013 minutes of the regular meeting of the Board of Selectmen as presented. Vote 4-0 in favor. Selectman Chafetz abstained.

Public Comment: Janet Banks of 9 Randall Drive was in attendance to discuss the possible rebate of taxes paid by Friend of the Farm at Hilltop (FOFAH) for Hilltop Farm. She stated that FOFAH has become a non-profit 501c-3 organization and will be exempt from taxes next year forward but the group is looking for forgiveness for taxes until 1/1/14. Ms. Banks asked what the process is and would appreciate if it could be moved along. The First Selectman advised that there is a meeting scheduled for 11/21 between the Town Attorney, Assessor and First Selectman to discuss the matter.

First Organizational Meeting of the Board of Selectmen: Designations

Selectman Fitzgerald made a motion that the Selectmen adopt the Roberts Rules of Order as amended by the Town Charter which require certain things such as three affirmative votes to pass any motion. Vote 5-0 in favor.

Mr. McAnaney also informed the Board of Selectmen, that there is no requirement for a second to be made on any motion of the Board of Selectmen.

Selectman Sullivan made a motion to designate that Selectman Reynolds be appointed as the acting officer on the behalf of the First Selectman in his absence. Vote 5-0 in favor.

Mr. McAnaney made a motion that any Special Meetings of the Board of Selectmen, will be called by the First Selectman after proper notice to the Board of a Special Meeting with appropriate posting requirements. Selectman Fitzgerald noted that only those items listed on the agenda can be acted on at a Special Meeting. Vote 5-0 in favor.

Approval of 2014 meeting Calendar:

Mr. McAnaney made a motion, that the Board's meeting calendar as follows: The Board of Selectmen will meet on the first and third Wednesdays in the Town Hall lower level meeting room at 7:00 p.m., with an exception made for January 2014 as January 1st is the first Wednesday of January 2014. Additionally, the Selectmen meet on the 3rd Wednesday only during the summer months of June, July and August. Vote 5 – 0 in favor.

The meetings will take place as listed below:

January 8 & 22
February 5 & 19
March 5 & 19
April 2 & 16
May 7 & 21
June 18
July 16
August 20
September 3 & 17
October 1 & 15
November 5 & 19
December 3 & 17

Designated Signer of Checks:

Mr. McAnaney made a motion to designate himself and Selectman Fitzgerald and Town Treasurer Christine Davidson, as the designated signatories on checks for the Town.
Vote 5-0 in favor.

Appointments to Boards & Commissions:

Mr. McAnaney made a motion, which was unanimously approved, to appoint the following Selectmen as a representative to the following Boards & Commissions:

Selectman Sullivan to be the First Selectman's representative of the **Conservation Commission**

Selectman Fitzgerald to be the First Selectman's representative of the **Board of Education**

Selectman Sullivan to be the First Selectman's representative of the **Fire Commission**

Selectman Fitzgerald to be the First Selectman's representative of the **Permanent Building Commission**

Selectman Chafetz to be the First Selectman's representative of the **Social Services Commission**

Selectman Reynolds to be the First Selectman's representative of the **Economic Development Commission**

Selectman Fitzgerald to be the First Selectman's representative of the **Police Commission**

Selectman Reynolds to be the First Selectman's representative of the **Zoning & Planning Commission**

Selectman Chafetz to be the First Selectman's representative of the **Library Commission**.

It was noted that this designation allows the representative to speak at the meeting.

Tax Rebates:

Selectman Fitzgerald made a motion to approve the tax rebates as recommended by the Tax Collector and printed on the agenda: Gelco Corporation, \$399.75; GMAC, \$398.19; Hansen, William, \$104.16; Hansen, William, \$128.19; Vault Trust, \$284.61; Vault Trust, \$98.95; Young, Brian, \$105.39; **TOTAL: \$1,519.24**. Vote 5-0 in favor.

Discussion and possible vote to authorize First Selectman to the sign Commitment to Fund letter for Remington Street Bridge project.

First Selectman McAnaney explained that the project is to replace the bridge on Remington Street over Stony Brook. This is an 80% Federal Reimbursement project in the amount of \$2,739,760. The Town share (20%) will be approximately \$685,000. The project is estimated to take five years to complete. A concept meeting is the next step after the commitment letter is signed. Selectman Reynolds made a motion to Authorize the First Selectman to sign the Commitment to Fund letter for the Remington Street Bridge project. Vote 5-0 in favor.

Selectman's Update

Update on IT Storage and Virtualization Project

First Selectman McAnaney reported that the technical issues have been addressed and contract details are being signed with Daymark for Virtualization of the Town's computer system. The project was explained for the benefit of Selectman Chafetz. Mr. McAnaney stated that the contract should be signed this week and the project should be implemented by the end of the calendar year.

Update on Open Positions.

Human Resource (HR) Director position:

Shannon Walker, the HR Director from Windsor Locks who is consulting part-time for Suffield has reviewed the applications and has found qualified candidates. The first round of interviews will be held on Thursday, November 21st. The interview panel includes Ms. Walker, two other local HR Directors and Mary Roy from the Board of

Education. There are 7 candidates to interview. After the first round, the panel will recommend 3-4 candidates. Ms. Walker, the First Selectman, Selectman Fitzgerald and another member of the Board of Education will perform final interviews next week. There was discussion regarding the possible merging of Human Resource functions between the Town and schools. The First Selectman noted that this is a possibility in the future and that the candidates are aware of the possibility. Selectman Chafetz noted that the salary would need to be commensurate if the large population of school employees were to be the responsibility of the HR Director.

Library Director Position

The First Selectman said that the hiring of the Library Director would follow a similar process as the HR Director. Selectman Chafetz updated the Board on the progress to date. The position has been posted. The interview panel will be comprised of Mr. Chafetz (Library Foundation member), Ruth Zimmerman (Friends of the Library), Bob Brooks and Lynn Cigal (Library Commission), Wendy Taylor, Sue Mack and the HR Director. The first panel plans to narrow the candidates to two. The finalists would meet members of the Library Commission and Board of Selectmen. There was an open question on who had the final hiring decision the Library Commission or the First Selectman.

Youth Service Director Position

The First Selectman reported that the Social Service Commission has been working with Human Resources to finalize the job description. Similar to other open positions, the Commission and members of the Town will be on the interview panel. The final decision will be made by the First Selectman.

Accounting Assistant

One member of the Town Hall Union applied for the Accounting Assistant position. The individual will be interviewed next week. If the candidate is not suitable, an open posting will be created for the position.

Weir Gates completion and photos

The First Selectman received an email from the Lake Management Committee of Southwick stating that the Weir Gates in the Farmington Canal have been installed. The Weir Gates are mechanisms that control water levels on Lake Congamond. Before and after photos were shared with the Selectmen. In March, the Board of Selectmen approved \$10,000 as a 25% contribution of the project to replace the Weir Gates.

Award of Emergency Management Performance Grant (EMPG) for fiscal year 10/1/12 – 9/30/13 in the amount of \$7456.50.

The First Selectman explained that this is an annual grant from the Department of Homeland Security. It is used to offset the Emergency Management Director's salary.

Financial Audit

The First Selectman reported that Blum Shapiro is onsite performing the Financial Audit. Selectman Fitzgerald expressed his frustration that we close the year in June and don't get closing financial data until Christmas. Mr. McAnaney said he has discussed this with Blum Shapiro and next year we should receive the audited financials earlier. He also noted that we should be receiving unaudited data quarterly by the Director of Finance but it has been difficult for her to accomplish with her open Accounting Assistant position. Selectman Chafetz added that the audit should include the Library endowments.

Tri-Board Meeting Dates

The Board of Finance is trying to firm up a date in January to have a preliminary budget discussion between the Boards of Finance, Education and Selectmen. The meeting is meant to set the stage for 2014-15 budgeting.

Selectman Reynolds made a motion to adjourn to Executive Session for the purpose of Union Negotiations, Litigation and Employee Issues. Vote 5-0 in favor.

Executive Session convened at 8:05 p.m. and adjourned at 8:47 p.m.

There being no further business, Selectman Sullivan moved that the meeting adjourn. Vote 5-0 in favor. Meeting was adjourned at 8:47 p.m.

Next Board of Selectmen Meeting will be Wednesday, December 4, 2013.

Lisa Trase
Recording Secretary